5.2.2.4   General Tab - Repair

The General tab on the **General** window (Figure 5-90) is where you select Cost Menu options to perform a repair cost analysis. When processing a repair project, you must complete both a repair and replacement cost analysis. The results of both analysis will help you determine whether it is more cost effective to repair or replace the structures in the project. Refer to Section 5.2.2.5, General Tab - Repair Replacement (As-New).

The General tab is divided into two sections, Cost Analysis Type(s) and Cost Menu. You must first select a cost analysis type to display the appropriate Cost Menu options. For a repair project, the Repair Cost analysis type uses four menu options. This section describes how to use each option to complete a repair cost analysis.
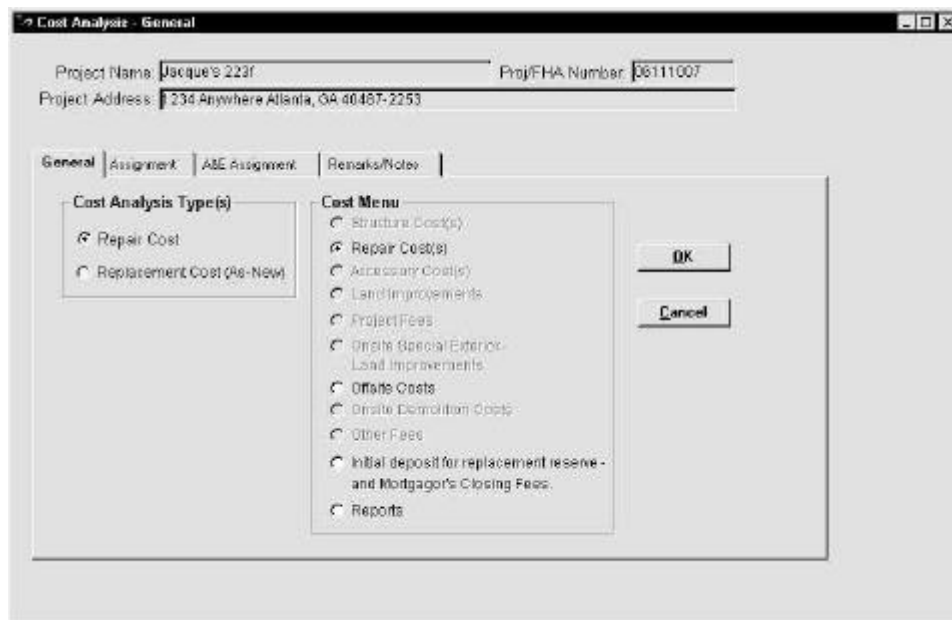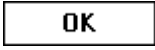

Figure 5-90. General Window

To use the General tab:

1. Select the General tab, and the **General** window (5-90) displays.

2. Select a cost analysis type, and the Cost Menu options display.

3. Select a menu option.

4. Click on $\boxed{\textbf{OK}}$, and the option window displays.

    Alternative Option

    Click on $\boxed{\underline{\textbf{C}}\textbf{ancel}}$ to exit the Cost subsystem, and the **Assignment List** window
    displays.

5. Enter the appropriate data, and save your work.

    Select and enter data in each menu option to complete your cost analysis. If there is more
    than one cost analysis type, select it and use the Cost Menu options to enter the
    appropriate data.

5.2.2.4.1   Repair Costs

The **Repair Cost(s)** window (Figure 5-91) displays after you select Repair Cost(s) from the Cost Menu on the General tab. This option allows you to enter costs for repairs associated with the refinancing of an existing project. You can enter, edit, and delete repair costs.

The **Repair Cost(s)** window display*s* the project information by *Site Name* at the top of the window. A list of repair items are located at the bottom of the window. The critical/non-critical indicator allows you to select whether repair costs are critical or non-critical to the development of the project. The complete/incomplete indicator is where you select whether repair costs are complete or incomplete to the development of the project.

Figure 5-91. Repair Cost(s) Window

To enter repair costs:

1. Select the General tab, and the **General** window displays.

2. Select Repair Cost(s) from the Cost Menu.

3. Click on [**OK**], and the **Repair Cost(s)** window (Figure 5-91) displays.

4. Select a *Site Name*, and the repair costs for the site displays.

5. Enter the estimated cost for each repair item.

6. Select *Critical/Non-Critical Indctr* and *Complete/Incomplete Indctr* from the drop-down lists.

7. Click on [**OK**] to save and return to the **General** window.

To edit repair costs:

1. From the **General** window, select Repair Cost(s) from the Cost Menu.

2. Click on [**OK**], and the **Repair Cost(s)** window (Figure 5-91) displays.

3. Click in the data field you want to change.

4. Enter the new data.

5. Click on [**OK**] to save and return to the **General** window.

5.2.2.4.2   Offsite Costs

The **Repair Cost - Offsite Costs** window (Figure 5-92 and Figure 5-93) displays after you choose Offsite Costs from the Cost Menu on the General tab. Offsite Costs are a result of making improvements to areas not on the property. The improvements are necessary for the completion of the project. As shown in Figure 5-92 and Figure 5-93, all data displays by *Site Name*. *Total Cost* displays by the offsite *Description*. You can enter, edit, and delete descriptions and costs.

Figure 5-92. Repair Cost - Offsite Costs Window (1 of 2)

Figure 5-93. Repair Cost - Offsite Costs Window (2 of 2)

To enter offsite costs:

1. Select the General tab, and the **General** window displays.

2. Select Offsite Costs from the Cost Menu.

3. Click on ⬚ **OK** , and the **Repair Costs - Offsite Costs** window (Figure 5-92) displays.

    The system displays a blank *Description* and *Est. Cost* field.

4. Select a *Site Name*.

5. Enter the *Description* and *Est. Cost*.

    When you click on a different field, the system calculates and displays the *Total Cost*.

6. Click on ⬚ **Add Description** to display a blank *Description* and *Est. Cost* fields.

✎   *Note: The system will prompt you to save.*

✎   *Note: A maximum of two offsite costs can be entered per site.*

---

7. Enter the *Description* and *Est. Cost*.

    When you click on a different field, the system calculates and displays the *Total Cost*.

8. Select the next *Site Name*, if applicable, and enter the *Description* and *Est. Cost*

9. Click on ⬚ **OK** to save and return to the **General** window.

To edit offsite costs:

1. Select the General tab, and the **General** window displays.

2. Select Offsite Costs from the Cost Menu.

3. Click on ⬚ **OK** , and the **Repair Costs - Offsite Costs** window (Figure 5-92) displays.

4. Select a *Site Name*, and the corresponding offsite costs displays.

5. Click on the data field you want to change.

6. Enter the new data.

7. Click on ⬚ **OK** to save and return to the General window.

To delete offsite costs:

1. Select the General tab, and the **General** window displays.

2. Select Offsite Costs from the Cost Menu.

3. Click on [**OK**], and the **Repair Costs - Offsite Costs** window (Figure 5-92) displays.

4. Select a *Site Name*, and the corresponding offsite costs displays.

5. Select the data field you want to change.

6. Right click on the mouse, and the **Edit** menu displays.

7. Select **Delete**.

8. Click on [**OK**] to save and return to the **General** window.

5.2.2.4.3   Initial Deposit for Replacement Reserve and Mortgagor's Closing Fees

The **Initial Deposit for Replacement Reserve and Mortgagor's Closing Fees** window (Figure 5-94) displays after you choose Initial Deposit for Replacement Reserve and Mortgagor's Closing Fees from the Cost Menu on the General tab. This option allows you to enter the initial deposit amount for replacement reserve and estimate costs for the mortgagor's closing fees. You can enter, edit, and delete the fees and estimate costs.

Figure 5-94. Repair Cost - Mortgagor's Closing Fees

To enter data:

1. Select the General tab, and the **General** window displays.

2. Select Initial Deposit for Replacement Reserve and Mortgagor's Closing Fees from the Cost Menu.

3. Click on [**OK**], and the **Repair Costs - Mortgagor's Closing Fees** window (Figure 5-94) displays.

4. Enter the *Initial Deposit for Replacement Reserve*.

5. Enter the *Est. Cost* for each fee description.

    When you click on a different field, the system calculates and displays the *Total Cost*.

6. Click on **Add Other** to display a blank *Description* and *Est. Cost* fields.

> ✍ *Note: The system will prompt you to save.*

7. Enter the *Description* and *Est. Cost*.

    When you click on a different field, the system calculates and displays the *Total Cost*.

8. Click on **OK** to save and return to the **General** window.

To edit Initial Deposit for Replacement Reserve and Mortgagor's Closing Fees:

1. From the **General** window, select Initial Deposit for Replacement Reserve and Mortgagor's Closing Fees from the Cost Menu.

2. Click on **OK**, and the **Repair Cost - Mortgagor's Closing Fees** window (Figure 5-94) displays.

3. Enter the new data.

4. Click on **OK** to save your work, and the **General** window displays.

To edit Initial Deposit for Replacement Reserve and Mortgagor's Closing Fees:

1. Select the General tab, and the **General** window displays.

2. Select Offsite Costs from the Cost Menu.

3. Click on **OK**, and the **Repair Costs - Mortgagor's Closing Fees** window (Figure 5-94) displays.

4. Click on the data field you want to change.

5. Enter the new data.

6. Click on **OK** to save and return to the **General** window.

To delete data:

1. From the **General** window, select Initial Deposit for Replacement Reserve and Mortgagor's Closing Fees from the Cost Menu.

2. Click on [**OK**], and the **Repair Cost - Mortgagor's Closing Fees** window (Figure 5-94) displays.

3. Select the item you want to delete.

4. Click the right mouse button, and the **Edit** menu opens.

5. Select the Delete option, and the Confirm Delete message asks if you are sure you want to delete the item.

6. Click on [Yes] to delete.

7. Click on [**OK**] to save your work, and the **General** window displays.

5.2.2.4.4   Reports

The Repair **Reports** window (Figure 5-95) displays after choosing Reports from the Cost Menu
on the General tab. The procedure for generating a report is described below. For more details
about other cost reports, see Chapter 11, Viewing and Printing Reports. You can view, print, and
save reports.
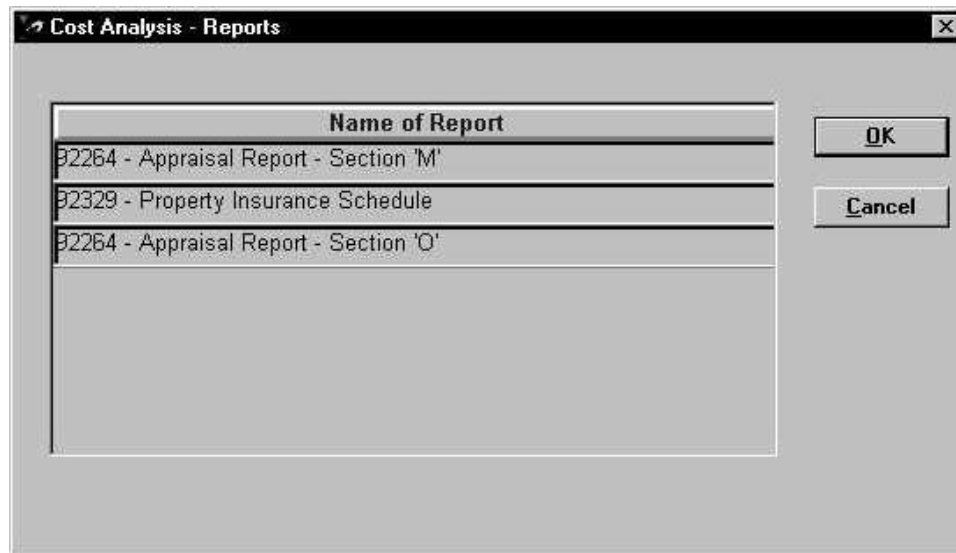
Figure 5-95. Reports Window - Repair Cost

To generate a report:

1. Select the General tab, and the **General** window displays.

2. Select Reports from the Cost Menu.

3. Click on ⎣ **OK** ⎦, and the **Reports** window (Figure 5-95) displays.

4. Select a report.

5. Click on ⎣ **OK** ⎦, and the **Print Preview** window (Figure 5-96) displays.

Figure 5-96. Print Preview Window

6. Click on **Close** to close the window, and the **General** window displays

5.2.2.5   General Tab - Repair Replacement Cost (As-New)

The General tab on the **General** window (Figure 5-97) is where you select Cost Menu options to perform the replacement (new construction) cost analysis. When costing a repair project, you must complete both the repair cost analysis and the replacement cost analysis. A replacement analysis involves the hard costs for building a project's structures from the ground up.

The replacement cost analysis is described in this section. The repair cost analysis is in Section 5.2.2.4, General Tab - Repair.

The General tab is divided into two sections, Cost Analysis Type(s) and Cost Menu. You must first select a cost analysis type to display the appropriate Cost Menu options. For a replacement project, the Replacement Cost Analysis Type has nine menu options available. This section describes how to use each option to complete a repair replacement (as-new) cost analysis.
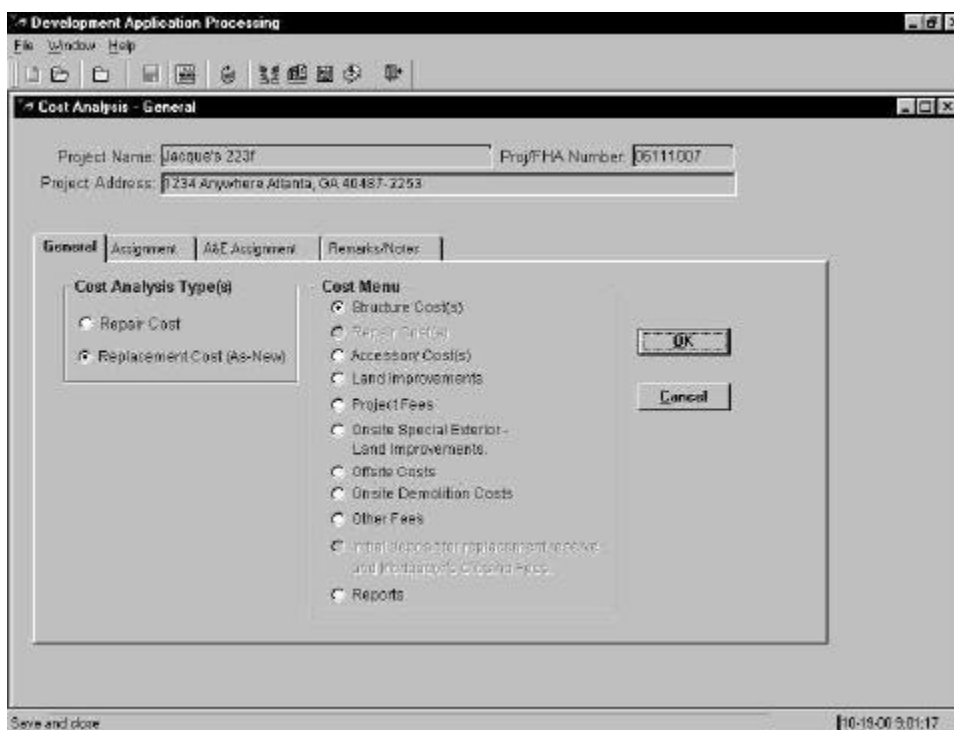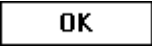
Figure 5-97. General Window - Repair Replacement Cost (As-New)

To use the General tab:

1. Select the General tab, and the **General** window (Figure 5-97) displays.

2. Select a cost analysis type, and the Cost Menu options display.

3. Select a menu option.

4. Click on [**OK**   ], and the option window displays.

   Alternative Option

   Click on [**Cancel**   ] to exit the Cost subsystem, and the **Assignment List** window displays.

5. Enter the appropriate data, and save your work.

   Select and enter data in each menu option to complete your cost analysis. If there is more than one cost analysis type, select it and use the Cost Menu options to enter the appropriate data.

5.2.2.5.1   Structure Costs

The **Repair Replacement Cost (As-New) - Structure Cost(s)** window (Figure 5-98) displays
after you select *Structure Cost(s)* from the Cost Menu on the General tab. This window displays
your cost estimates for replacing the structures or buildings in a project. The first view-only table
shows the structure types on the property and the total cost estimate of all buildings in each
structure type. When you select a structure type, the second table displays the related structure
type buildings and the cost estimate of each building.

Entering Structure Costs

You can access a detail window to enter the estimate costs for the trade items needed to rehab
(rehabilitate) structures in a project. If there are several buildings with the same structure type,
you can enter the estimate costs for one structure and copy the costs to the other structures. Then
you can edit and delete the structure costs. Refer to Section 5.2.2.5.1.1, Copying Structure Costs.

Figure 5-98. Repair Replacement Cost (As-New) - Structure Cost(s) Window

To display structures:

Select a *Structure Type* from the first table, and the related structures display in the
second table by *Structure Name*.

To enter structure costs:

1. Select the General tab, and the **General** window displays.

2. Select Structure Cost(s) from the Cost Menu.

3. Click on [**OK**], and the **Repair Replacement Cost (As-New) - Structure Cost(s)** window (Figure 5-98) displays.

4. Select a *Structure Type*.

5. Select a *Structure Name*.

6. From the **File** menu, select **Open**, and the **Structure Costs** window (Figure 5-99) displays.

Figure 5-99. Structure Costs Window

7. Enter the estimate cost for the appropriate trade items.

    When you click on a different *Est. Cost* field, the system calculates each entry and displays the total in the *Total Cost* field.

8. Click on [**OK**] to save and return to the **Replacement Cost (As-New) - Structure Cost(s)** window (Figure 5-98).

    The *Total Cost* for the structure displays in the second table. The first table displays a grand total for all structures on the property.

9. From the **File** menu, select **Close**, and the **General** window displays.

To edit structure costs:

1. Select the General tab, and the **General** window displays.

2. Select Structure Cost(s) from the Cost Menu.

3. Click on ⬚ **OK** ⬚, and the **Repair Replacement Cost (As-New) - Structure Cost(s)** window (Figure 5-98) displays.

4. Select a *Structure Type*, and the corresponding trade items display.

5. Select a *Structure Name*.

6. From the **File** menu, select **Open**, and the **Structure Costs** window (Figure 5-99) displays.

7. Click in the date field you want to change.

8. Enter the new data.

9. Click on ⬚ **OK** ⬚ to save and return to the **Repair Replacement Cost (As-New) - Structure Cost(s)** window.

10. From the **File** menu, select **Close**, and the **General** window displays.

To delete structure costs:

1. Select the General tab, and the **General** window displays.

2. Select Structure Cost(s) from the Cost Menu.

3. Click on ⬚ **OK** ⬚, and the **Repair Replacement Cost (As-New) - Structure Cost(s)** window (Figure 5-98) displays.

4. Select a *Structure Type*, and the corresponding trade items display.

5. Select the *Structure Name*.

6. From the **File** menu, select **Open**, and the **Structure Costs** window (Figure 5-99) displays.

7. Select the date field you want to delete.

8. Press **Delete** on your keyboard, and $0 displays.

9. Click on ⬚ **OK** ⬚ to save and return to the **Repair Replacement Cost (As-New) - Structure Cost(s)** window.

10. From the **File** menu, select **Close**, and the **General** window displays.

5.2.2.5.1.1   Copying Structure Costs

The Copy Structure Costs button is located on the **Repair Replacement Cost (As-New) - Structure Cost(s)** window (Figure 5-100). This feature allows you to copy structure costs from one structure (building) to other buildings in your assigned project. The buildings are the same structure type. When you select the button, the **Copy Structure Costs** window (Figure 5-101) displays. This feature reduces the need to re-enter similar data. You can edit and delete structure costs.

To copy structure costs:

1. Select the General tab, and the **General** window displays.

2. Select Structure Cost(s) from the Cost Menu.

3. Click on [OK], and the **Repair Replacement Cost (As-New) - Structure Cost(s)** window (Figure 5-100) displays.

Figure 5-100. Repair Replacement Cost (As-New) - Structure Cost(s) Window - Select "Copy From" Structure

4. Select a *Structure Type*.

5. Select a "copy from" *Structure Name*.

✎   *Note: If you do not select a "copy from" structure, the system will use the first structure listed in the
    table. If the "copy from" structure has a zero ($0) balance, the system will copy the amount. However,
    it displays on the **Repair Replacement Cost (As-New) - Structure Cost(s)** window (Figure 5-100)
    only after you exit and re-open the window.*

---

6. Click on ⬚**Copy Structure Costs**, and the **Copy Structure Costs** window (Figure 5-101)
    displays the "copy to" structures.

    The "copy to" structures are all remaining structures listed in the table on the **Repair
    Replacement Cost (As-New) - Structure Cost(s)** window (Figure 5-100).

Figure 5-101. Copy Structure Costs Window

7. Select the checkbox next to the structures being copied, and a check mark (✔) displays.

8. Click on [**OK**], and the **Repair Replacement Cost (As-New) - Structure Cost(s)** window (Figure 5-102) displays.

The system calculates and displays the new total *Est. Cost* by structure type and structure name. You can view, edit, and delete structure costs. Refer to Section 5.2.2.5.1, Structure Cost(s).

Figure 5-102. Repair Replacement Cost (As-New) - Copied Structure Estimate Cost

9. From the **File** menu, select **Close**, and the **General** window displays.

5.2.2.5.2   Accessory Costs

The **Repair Replacement Cost (As -New) - Accessory Cost(s) - Accessory Structures** window
(Figure 5-103) displays when you choose Accessory Costs from the Cost Menu on the General
tab. Accessory Costs allows you to enter cost estimates for each accessory structure associated
with the property. This option includes detached garages, other property structures, and
recreational facilities. The window displays the *Name* and *Area* for each accessory structure,
detached garages, other structure, and recreational facility.

**Figure 5-103. Repair Replacement Cost (As-New) - Accessory Cost(s) -
Accessory Structures Window**

5.2.2.5.2.1   Accessory Structures

The following steps guide you through accessory structures costs on the **Repair Replacement Cost (As -New) - Accessory Cost(s) - Accessory Structures** window (Figure 5-104). The system calculates and displays the total cost for each structure and facility. You can add, edit, and delete estimate costs.

Figure 5-104. Repair Replacement Cost (As-New) - Accessory Cost(s) - Accessory Structures Window - Accessory Structures Tab

To enter accessory structures costs:

1.   Select the General tab, and the **General** window displays.

2.   Select Accessory Costs from the Cost Menu.

3.   Click on ⬚ **OK** ⬚, and the **Repair Replacement Cost (As -New) - Accessory Cost(s) - Accessory Structures** window (Figure 5-104) displays by default.

4.   Enter the estimated cost for each accessory structure.

5.   Save your work.

6.   From the **File** menu, select **Close**, and the **General** window displays.

To edit accessory structures costs:

1. Select the General tab, and the **General** window displays.

2. Select Accessory Costs from the Cost Menu.

3. Click on [**OK**], and the **Repair Replacement Cost (As -New) - Accessory Cost(s) - Accessory Structures** window (Figure 5-104) displays by default.

4. Click in the data field you want to change.

5. Enter the new data.

6. Save your work.

7. From the **File** menu, select **Close**, and the **General** window displays.

To delete accessory structures costs:

1. Select the General tab, and the **General** window displays.

2. Select Accessory Costs from the Cost Menu.

3. Click on [**OK**], and the **Repair Replacement Cost (As -New) - Accessory Cost(s) - Accessory Structures** window (Figure 5-104) displays by default.

4. Select the estimate cost you want to delete.

5. Press **Delete** on your keyboard, and $0 displays.

6. Save your work.

7. From the **File** menu, select **Close**, and the **General** window displays.

5.2.2.5.2.2   Garages (Detached)

The following steps guide you through detached garage costs on the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Garage (Detached)** window (Figure 5-105). The system calculates and displays the total cost for each structure and facility. You can add, edit, and delete estimate costs.

Figure 5-105. Repair Replacement Cost (As-New) - Accessory Cost(s) - Garage (Detached) Window - Garage (Detached) Tab

To enter detached garage costs:

1. Select the General tab, and the **General** window displays.

2. Select Accessory Costs from the Cost Menu.

3. Click on ⬛ **OK** ⬛, and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Accessory Structures** window (Figure 5-103) displays by default.

4. Select the Garages (Detached) tab, and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Garage (Detached)** window (Figure 5-105).

5. Enter the estimated cost for each garage.

6. Save your work.

7. From the **File** menu, select **Close**, and the **General** window displays.

To edit detached garage costs:

1. Select the General tab, and the **General** window displays.

2. Select Accessory Structures from the Cost Menu.

3. Click on ⬚ **OK** ⬚, and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Accessory Structures** window (Figure 5-103) displays by default.

4. Select the Garages (Detached) tab, and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Garage (Detached)** window (Figure 5-105) displays.

5. Click in the data field you want to change.

6. Enter the new data.

7. Save your work.

8. From the **File** menu, select **Close**, and the **General** window displays.

To delete detached garage costs:

1. Select the General tab, and the **General** window displays.

2. Select Accessory Costs from the Cost Menu.

3. Click on ⬚ **OK** ⬚, and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Accessory Structures** window (Figure 5-103) displays by default.

4. Select the Garages (Detached) tab, and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Garage (Detached)** window (Figure 5-105) displays.

5. Select the estimate cost you want to delete.

6. Press **Delete** on your keyboard, and $0 displays.

7. Save your work.

8. From the **File** menu, select **Close**, and the **General** window displays.

5.2.2.5.2.3   Other Structures

The following steps guide you through other structure costs on the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Other Structures** window (Figure 5-106). The system calculates and displays the total cost for each structure and facility. You can add, edit, and delete estimate costs.

Figure 5-106. Repair Replacement Cost (As-New) - Accessory Cost(s) - Other Structures Window
-
Other Structures Tab

To enter other structures costs:

1. Select the General tab, and the **General** window displays.

2. Select Accessory Costs from the Cost Menu.

3. Click on ⬚ **OK** , and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Accessory Structures** window (Figure 5-103) displays by default.

4. Select the Other Structures tab, and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Other Structures** window (Figure 5-106) displays.

5. Enter the estimated cost for each structure.

6. Save your work.

7. From the **File** menu, select **Close**, and the **General** window displays.

To edit other structures costs:

1. Select the General tab, and the **General** window displays.

2. Select Accessory Structures from the Cost Menu.

3. Click on [**OK**], and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Accessory Structures** window (Figure 5-103) displays by default.

4. Select the Other Structures tab, and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Other Structures** window (Figure 5-106) displays.

5. Click in the data field you want to change.

6. Enter the new data.

7. Save your work.

8. From the **File** menu, select **Close**, and the **General** window displays.

To delete other structures costs:

1. Select the General tab, and the **General** window displays.

2. Select Accessory Costs from the Cost Menu.

3. Click on [**OK**], and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Accessory Structures** window (Figure 5-103) displays by default.

4. Select the Other Structures tab, and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Other Structures** window (Figure 5-106) displays.

5. Select the estimate cost you want to delete.

6. Press **Delete** on your keyboard, and $0 displays.

7. Save your work.

8. From the **File** menu, select **Close**, and the **General** window displays.

5.2.2.5.2.4   Recreational Facilities

The following steps guide you through recreational facility costs on the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Recreational Facilities** window (Figure 5-107). The system calculates and displays the total cost for each structure and facility. You can add, edit, and delete estimate costs.

Figure 5-107. Repair Replacement Cost (As-New) - Accessory Cost(s) - Recreational Facilities Window - Recreational Facilities Tab

To enter recreational facilities costs:

1. Select the General tab, and the **General** window displays.

2. Select Accessory Costs from the Cost Menu.

3. Click on [**OK**], and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Accessory Structures** window (Figure 5-103) displays by default.

4. Select the Recreational Facilities tab, and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Recreational Facilities** window (Figure 5-107) displays.

5. Enter the estimated cost for each structure.

6. Save your work.

7. From the **File** menu, select **Close**, and the **General** window displays.

To edit recreational facilities costs:

1. Select the General tab, and the **General** window displays.

2. Select Accessory Structures from the Cost Menu.

3. Click on [**OK**], and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Accessory Structures** window (Figure 5-103) displays by default.

4. Select the Recreational Facilities tab, and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Recreational Facilities** window (Figure 5-107) displays.

5. Click in the data field you want to change.

6. Enter the new data.

7. Save your work.

8. From the **File** menu, select **Close**, and the **General** window displays.

To delete recreational facilities costs:

1. Select the General tab, and the **General** window displays.

2. Select Accessory Costs from the Cost Menu.

3. Click on [**OK**], and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Accessory Structures** window (Figure 5-103) displays by default.

4. Select the Recreational Facilities tab, and the **Repair Replacement Cost (As-New) - Accessory Cost(s) - Recreational Facilities** window (Figure 5-107) displays.

5. Select the estimate cost you want to delete.

6. Press **Delete** on your keyboard, and $0 displays.

7. Save your work.

8. From the **File** menu, select **Close**, and the **General** window displays.

5.2.2.5.3   Land Improvements

The **Repair Replacement Cost (As-New) - Land Improvements** window (Figure 5-108) displays when you choose land Improvements from the Cost Menu on the General tab. Land Improvements costs are incurred while preparing a property for the proposed project. When you select a *Site Name* from the table at the top of the window, the estimate costs for the site display at the bottom of the window. You can add and edit estimate trade item costs.

Figure 5-108. Repair Replacement Cost (As-New) - Land Improvements Window

To enter land improvements costs:

1. From the **General** window, select Land Improvements from the Cost Menu.

2. Click on [**OK**], and the **Repair Replacement Cost (As-New) - Land Improvements** window (Figure 5-108) displays.

3. Select the *Site Name*.

4. Enter the *Est. Cost* for each trade item.

   When you click on a different *Est. Cost* field, the system calculates each entry and displays the total in the *Total Cost* field.

5. Click on [**OK**] to save and return to the **General** window.

To edit land improvements costs:

1. From the **General** window, select Land Improvements from the Cost Menu.

2. Click on [**OK**], and the **Repair Replacement Cost (As-New) - Land Improvements** window (Figure 5-108) displays

3. Select a *Site Name*, and the corresponding trade items display.

4. Click in the data field you want to change.

5. Enter the new data.

6. Click on [**OK**] to save and return to the **General** window.

To delete land improvements costs:

1. From the **General** window, select Land Improvements from the Cost Menu.

2. Click on [**OK**], and the **Repair Replacement Cost (As-New) - Land Improvements** window (Figure 5-108) displays

3. Select a *Site Name*, and the corresponding trade items display.

4. Select the estimate cost you want to delete.

5. Press **Delete** on your keyboard, and $0 displays.

6. Click on [**OK**] to save and return to the **General** window.

5.2.2.5.4 Project Fees

The **Repair Replacement Cost (As-New) - Project Fees** window (Figure 5-109) displays when you choose Project Fees from the Cost Menu on the General tab. The **Project Fees** window lists standard fees charged against a project. The estimate cost and estimate cost percentage must be defined for each trade item listed in this window. You can either enter the estimate cost or the percentage. The system calculates the field you do not complete and displays the amount in that field. After entering project fees, the system will also update the fees when you update structure, accessory, and land improvement costs. You can add, edit, and delete project fees.

Figure 5-109. Repair Replacement Cost (As-New) - Project Fees Window

To enter Project Fees:

1. From the **General** window, select Project Fees from the Cost Menu.

2. Click on ⬜ **OK**, and the **Repair Replacement Cost (As-New) - Project Fees** window (Figure 5-109) displays.

3. Enter the *Est. Cost* or *Est. Cost Percentage* for the trade items.

   When you click on a different *Est. Cost* field, the system calculates each entry and displays the total in the *Total Cost* field.

   If you enter the *Est. Cost*, the system calculates and displays the *Est. Cost Percentage*. If you enter the *Est. Cost Percentage*, the system calculates and displays the *Est. Cost*.

✍ *Note: The percentage cannot exceed 100 percent.*

4. Click on ⬜ **OK** to save and return to the **General** window.

To edit project fees:

1. From the **General** window, select Project Fees from the Cost Menu.

2. Click on [**OK**], and the **Repair Replacement Cost (As-New) - Project Fees** window (Figure 5-109) displays.

3. Click in the data field you want to change.

4. Enter the new data.

5. Click on [**OK**] to save and return to the **General** window.

To delete project fees:

1. From the **General** window, select Project Fees from the Cost Menu.

2. Click on [**OK**], and the **Repair Replacement Cost (As-New) - Project Fees** window (Figure 5-109) displays.

3. Select the estimate cost you want to delete.

4. Press **Delete** on your keyboard, and $0 displays.

5. Click on [**OK**] to save and return to the **General** window.

5.2.2.5.5   Onsite Special Exterior Land Improvements

The **Repair Replacement Cost (As-New) - Onsite Special Exterior - Land Improvements** window (Figure 5-110) displays when you choose Onsite Special Exterior Land Improvements from the Cost Menu on the General tab. This window displays by *Site Name* the estimate costs of tearing down and removing structures presently on a property. The estimate cost and total cost that displays is for the selected structure only. You can add, edit, and delete the description and estimate costs.

Figure 5-110. Repair Replacement Cost (As-New) - Onsite Special Exterior - Land Improvements Window

To enter onsite special exterior land improvements costs:

1. Select the General tab, and the **General** window displays.

2. Select Onsite Special Exterior Land Improvements from the Cost Menu.

3. Click on ⌷ **OK** ⌷, and the **Repair Replacement Cost (As-New) - Onsite Special Exterior - Land Improvements** window (Figure 5-110) displays.

4. Enter the *Description* and *Est. Cost*.

    When you click on a different *Est. Cost* field, the system calculates each entry and displays the total in the *Total Cost* field.

5. Click on ⌷ **Add** ⌷ to display a blank row, and enter the *Description* and *Est. Cost*.

✍   *Note: A maximum of three improvement costs can be entered.*

6. Click on ⌷ **OK** ⌷ to save and return to the **General** window.

To edit onsite special exterior land improvements:

1. Select the General tab, and the **General** window displays.

2. Select Onsite Special Exterior Land Improvements from the Cost Menu.

3. Click on [**OK**], and the **Repair Replacement Cost (As-New) - Onsite Special Exterior - Land Improvements** window (Figure 5-110) displays.

4. Click on the data field you want to change.

5. Enter the new the data.

6. Click on [**OK**] to save and return to the **General** window.

To delete onsite special exterior land improvements:

1. Select the General tab, and the **General** window displays.

2. Select Onsite Special Exterior Land Improvements from the Cost Menu.

3. Click on [**OK**], and the **Repair Replacement Cost (As-New) - Onsite Special Exterior - Land Improvements** window (Figure 5-110) displays.

4. Select the item you want to delete.

5. Click on the right mouse button, and the **Edit** menu opens.

6. Select the **Delete** option, and the row is deleted.

7. Click on [**OK**] to save and return to the **General** window.

5.2.2.5.6   Offsite Costs

The **Repair Replacement Cost (As-New) - Offsite Costs** window (Figure 5-111 and Figure 5-112) displays after you choose Offsite Costs from the Cost Menu on the General tab. Offsite Costs are a result of making improvements to areas not on the property. The improvements are necessary for the completion of the project. As shown in Figure 5-111 and Figure 5-112, all data displays by *Site Name*. *Total Cost* displays by the offsite *Description*. You can enter, edit, and delete descriptions and costs.

Figure 5-111. Repair Replacement Cost (As-New) - Offsite Costs Window (1 of 2)

Figure 5-112. Repair Replacement Cost (As-New) - Offsite Costs Window (2 of 2)

To enter offsite costs:

1. Select the General tab, and the **General** window displays.

2. Select Offsite Costs from the Cost Menu.

3. Click on $\boxed{\textbf{OK}}$, and the **Repair Replacement Cost (As-New) - Offsite Costs** window (Figure 5-111) displays.

   The system displays a blank *Description* and *Est. Cost* field.

4. Select the *Site Name*.

5. Enter the *Description* and *Est. Cost*.

   When you click on a different field, the system calculates and displays the *Total Cost*.

6. Click on $\boxed{\textbf{Add \underline{D}escription}}$ to display a blank *Description* and *Est. Cost* fields.

✎   *Note: The system will prompt you to save.*

✎   *Note: A maximum of two offsite costs can be entered per site.*

---

7. Enter the *Description* and *Est. Cost*.

   When you click on a different field, the system calculates and displays the *Total Cost*.

8. Select the next *Site Name*, if applicable, and enter the *Description* and *Est. Cost*

9. Click on $\boxed{\textbf{OK}}$ to save and return to the **General** window.

To edit offsite costs:

1. Select the General tab, and the **General** window displays.

2. Select Offsite Costs from the Cost Menu.

3. Click on $\boxed{\textbf{OK}}$, and the **Repair Replacement Cost (As-New) - Offsite Costs** window (Figure 5-111) displays.

4. Select the *Site Name*, and the corresponding offsite costs display.

5. Click on the data field you want to change.

6. Enter the new data.

7. Click on $\boxed{\textbf{OK}}$ to save and return to the **General** window.

To delete offsite costs:

1. Select the General tab, and the **General** window displays.

2. Select Offsite Costs from the Cost Menu.

3. Click on [OK], and the **Repair Replacement Cost (As-New) - Offsite Costs** window (Figure 5-111) displays.

4. Select the *Site Name*, and the corresponding offsite costs display.

5. Select the data field you want to change.

6. Right click on the mouse, and the **Edit** menu displays.

7. Select **Delete**.

8. Click on [OK] to save and return to the **General** window.

5.2.2.5.7   Onsite Demolition Costs

The **Repair Replacement Costs (As-New) - Onsite Demolition Costs** window (Figure 5-113 and Figure 5-114) displays after you choose Onsite Demolition Costs from the Cost Menu on the General tab. This window lists the costs associated with the destruction and removal of structures presently on the property in a project. The demolition descriptions are listed by *Site Name*. The first site name and first description are selected by default whenever the window is opened. You must select a different description to view its estimate cost and total cost. You can enter, edit, and delete onsite descriptions and estimate costs.

Figure 5-113. Repair Replacement Cost (As-New) - Onsite Demolition Costs Window (1 of 2)

Figure 5-114. Repair Replacement Cost (As-New) - Onsite Demolition Costs Window (2 of 2)

To enter onsite demolition costs:

1. Select the General tab, and the **General** window displays.

2. Select Onsite Demolition Costs from the Cost Menu.

3. Click on [**OK**], and the **Repair Replacement Costs (As-New) - Onsite Demolition Costs** window (Figure 5-113) displays.

4. Select the *Site Name*.

5. Enter the *Description* and *Est. Cost*.

6. Click on [**Add Description**] to display a blank row and enter *Description* and *Est. Cost*.

   When you click on a different field, the system calculates and displays the *Total Cost* field.

✎   *Note: The system will prompt you to save.*

✎   *Note: A maximum of two onsite demolition costs can be entered.*

---

7. Click on [OK] to save and return to the **General** window.

To edit onsite demolition costs:

1. Select the General tab, and the **General** window displays.

2. Select Onsite Demolition Costs from the Cost Menu.

3. Click on [**OK**], and the **Repair Replacement Costs (As-New) - Onsite Demolition Costs** window (Figure 5-113) displays.

4. Select the *Site Name*, and the corresponding onsite demolition costs display.

5. Click on the data field you want to change.

6. Enter the new data.

7. Click on [**OK**] to save and return to the **General** window.

To delete onsite demolition costs:

1. Select the General tab, and the **General** window displays.

2. Select the Onsite Demolition Costs from the Cost Menu.

3. Click on ⬚ **OK** ⬚ , and the **Repair Replacement Costs (As-New) - Onsite Demolition Costs** window (Figure 5-113) displays.

4. Select the *Site Name*, and the corresponding onsite demolition costs display.

5. Select the data field you want to delete.

6. Right click on the mouse, and the **Edit** menu displays.

7. Select **Delete**.

8. Click on ⬚ **OK** ⬚ to save and return to the **General** window.

5.2.2.5.8   Other Fees

The **Repair Replacement Costs (As-New) - Other Fees** window (Figure 5-115) displays after you choose Other Fees from the Cost Menu on the General tab. Other Fees are costs incurred while making improvements to the property. You can add, edit, and delete other fees.

Figure 5-115. Repair Replacement Cost (As-New) - Other Fees Window

To enter other fees:

1. Select the General tab, and the **General** window displays.

2. Select Other Fees from the Cost Menu.

3. Click on ⎿ **OK** ⏌, and the **Repair Replacement Costs (As-New) - Other Fees** window (Figure 5-115) displays.

4. Enter the *Description* and *Est. Cost*.

5. Click on **Add Description** to display a blank row and enter *Description* and *Est. Cost*.

   When you click on a different *Est. Cost* field, the system calculates each entry and displays the total in the *Total Cost* field.

✍   *Note: A maximum of three fees can be entered.*

6. Click on ⎿ **OK** ⏌ to save and return to the **General** window.

To edit other fees:

1. Select the General tab, and the **General** window displays.

2. Select Other Fees from the Cost Menu.

3. Click on $\boxed{\textbf{OK}}$, and the **Repair Replacement Costs (As-New) - Other Fees** window (Figure 5-115) displays.

4. Click on the data field you want to change.

5. Enter the new data.

6. Click on $\boxed{\textbf{OK}}$ to save and return to the **General** window.

To delete other fees:

1. Select the General tab, and the **General** window displays.

2. Select Other Fees from the Cost Menu.

3. Click on $\boxed{\textbf{OK}}$, and the **Repair Replacement Costs (As-New) - Other Fees** window (Figure 5-115) displays.

4. Select the data field you want to delete.

5. Right click on the mouse, and the **Edit** menu displays.

6. Select **Delete**.

7. Click on $\boxed{\textbf{OK}}$ to save and return to the **General** window.

5.2.2.5.9   Reports

The Repair Replacement Cost (As-New) **Reports** window (Figure 5-116) displays after choosing
Reports from the Cost Menu on the General tab. The procedure for generating a report is
described below. For detailed information, see Chapter 11, Viewing and Printing Reports. You
can view, print, and save reports.
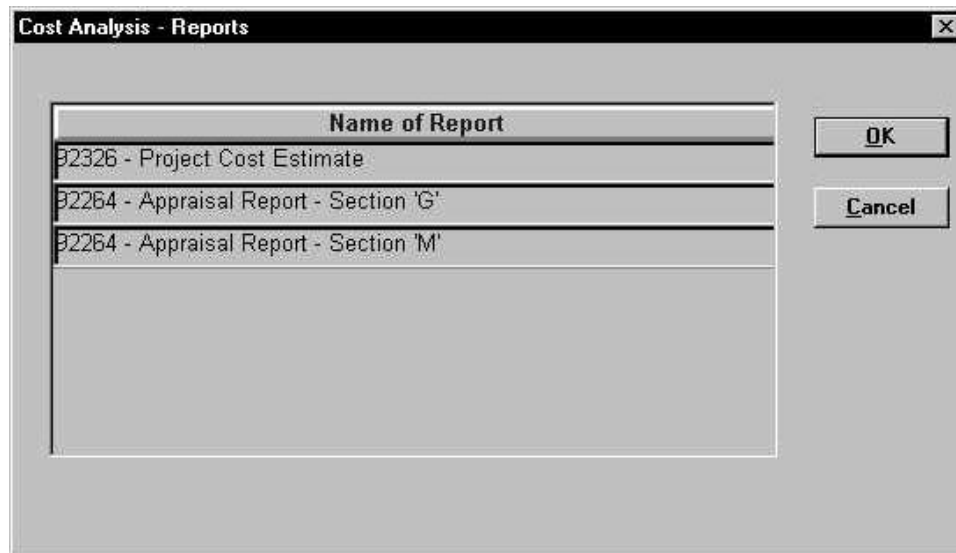
Figure 5-116. Reports Window - Repair Replacement Cost (As-New)

To generate a report:

1. Select the General tab, and the **General** window displays.

2. Select Reports from the Cost Menu.

3. Click on   **OK**   , and the **Reports** window (Figure 5-116) displays.

4. Select a report.

5. Click on   **OK**   , and the **Print Preview** window (Figure 5-117) displays.

Figure 5-117. Print Preview Window

6.   Click on [**Close**] to close the window, and the **General** window displays.

5.2.3   Assignment Tab

The Assignment tab on the **Assignment** window (Figure 5-118) displays the following basic information about the Cost Analysis being processed: *Assigned* (date)*, Start* (date)*, Target* (completion date), *Complete* (actual completion date), *Responsible Staff Member* (person assigned to the cost analysis), *Field Office,* and *Notes* field. With the exception of the *Start* and *Complete* dates, all data in this tab is view only. Enter the *Start* date when you begin the cost assignment and enter the *Complete* date when you finish. Notes that were entered in Tracking can be viewed from the Assignment tab. You can enter your own notes in the Remarks/Notes tab.

Figure 5-118. Assignment Window - Assignment Tab

Although you save your work throughout the processing period, the system only accepts the complete date after all mandatory fields are populated.

To start a cost analysis:

1. Select the General tab, and the **General** window displays.

2. Select the Assignment tab, and the **Assignment** window (Figure 5-118) displays.

3. Enter the current date (MM/DD/YYYY) in the *Start* field.

4. Save your work.

5. Link the assignment (see steps in Section 5.2.4, A&E Assignment Tab).

To close an assignment:

1. Select the General tab, and the **General** window displays.

2. Select the Assignment tab, and the **Assignment** window (Figure 5-118) displays

3. Enter the current date (MM/DD/YYYY) in the *Complete* field to tell the system your assignment is done.

4. Save your work, and the system performs a validation check.

   If you omitted any mandatory data, the **Cost Completion Information Required** window (Figure 5-119) displays a list of fields needing information. Correct the errors and repeat steps 1 through 3 above.
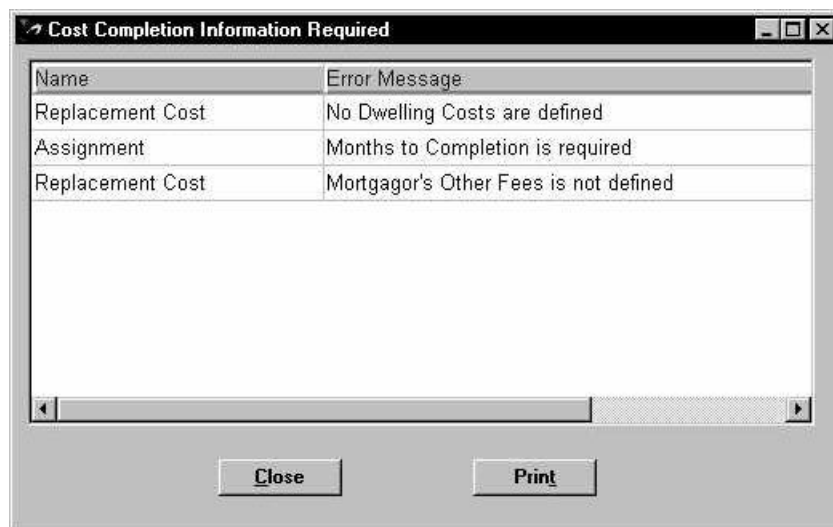
Figure 5-119. Cost Completion Information Required Window

5.2.4   Assignment Tab

The A&E Assignment tab on the **A&E Assignment** window (Figure 5-120) lists all completed A&E assignments for the project. The DAP system defaults to the latest A&E analysis. However, in your processing you must associate the cost analysis with a completed A&E analysis listed. The DAP system updates the properties and structures within the Cost subsystem with the required data from the selected A&E analysis.

The system defaults to the most recent A&E analysis that was assigned to your project. You can link an A&E assignment and view the A&E analysis.

Figure 5-120. A&E Assignment Window - A&E Assignment Tab

To link an A&E assignment:

1. Select the A&E Assignment tab, and the **A&E Assignment** window (Figure 5-120) displays.

   You must enter the current start date in the Assignment tab, before completing step 1 above. Refer to Section 5.2.3, Assignment Tab, for instructions.

2. Select an A&E assignment to be linked.

3. Click on [**Link to AE Assignment**], and a check mark displays in the *Link Indicator* field (Figure 5-121).

Figure 5-121. Assignment Window - Link Indicator

4. Save your work, and the A&E assignment is linked to the Cost assignment

5. Enter construction data on the Remarks/Notes tab (see steps in Section 5.2.4).

To view an A&E assignment:

1. Select the A&E Assignment tab, and the **A&E Assignment** window displays.

2. Click on [View A&E Assignment], and the **A&E - General** window (Figure 5-122) displays.
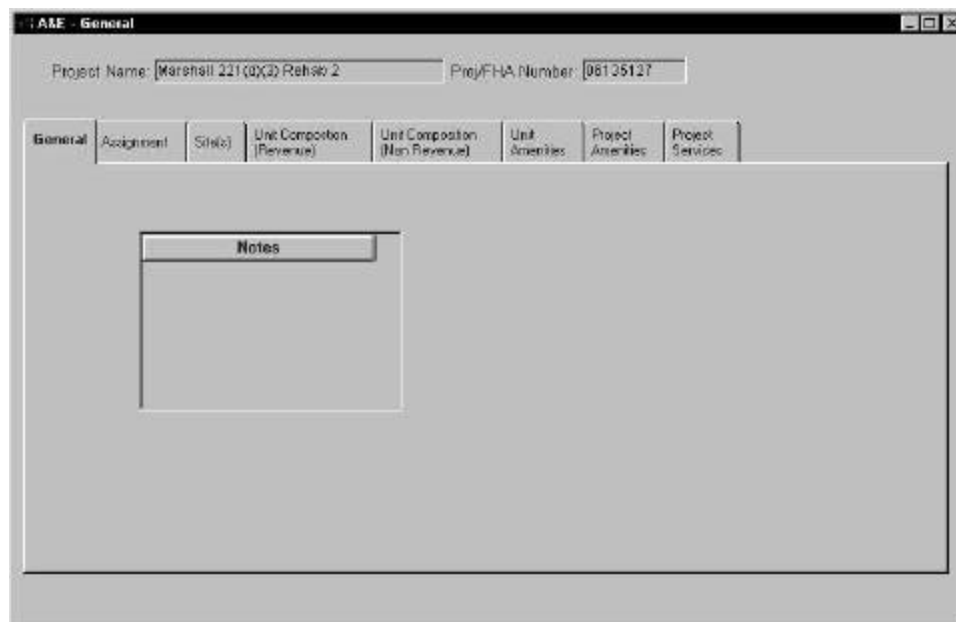
Figure 5-122. A&E - General Window

3. Select the appropriate tabs to view the A&E information.

4. From the **File** menu, select **Close** to return to the Cost subsystem.

5.2.5 Remarks/Notes Tab

The Remarks/Notes tab on the **Remarks/Notes** window (Figure 5-123) is where you enter the date the construction begins and the number of months until the construction is completed. The *Est. Construction Start Date* field must be completed before you can begin processing the Cost analysis. The Remarks/Notes tab also displays two buttons to: (1) accept the estimate from the contractor, and (2) accept and save the contractor's estimate as a comparable. The estimates from the contractor were entered in the Cost Menu selections for 2328 Structure Costs and 2328 Project Costs. You can also add your notes in the **Remarks/Notes** window.
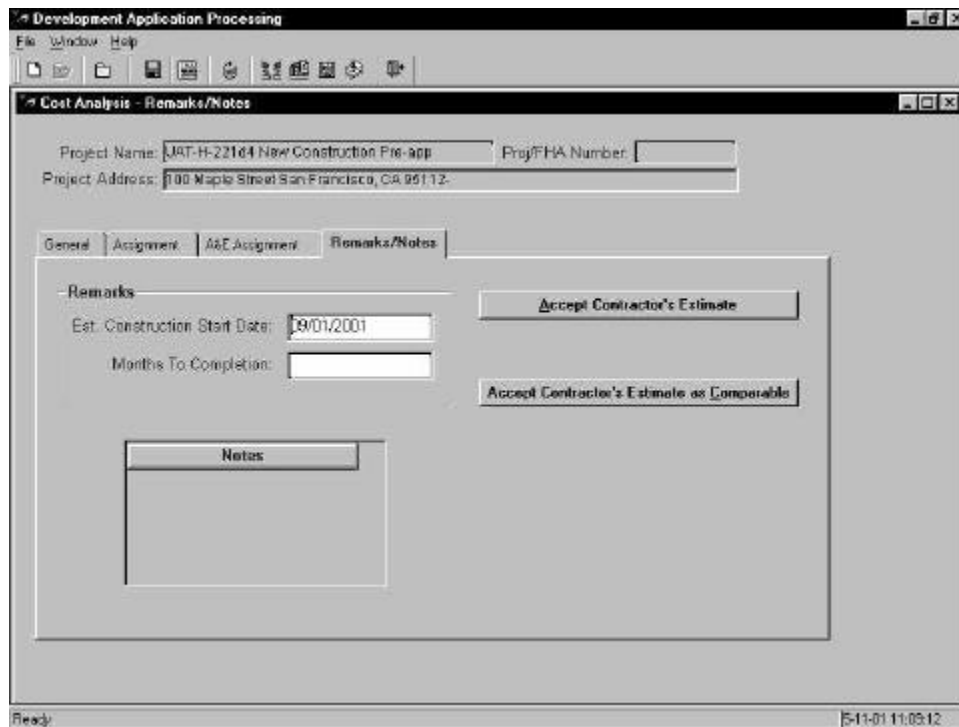

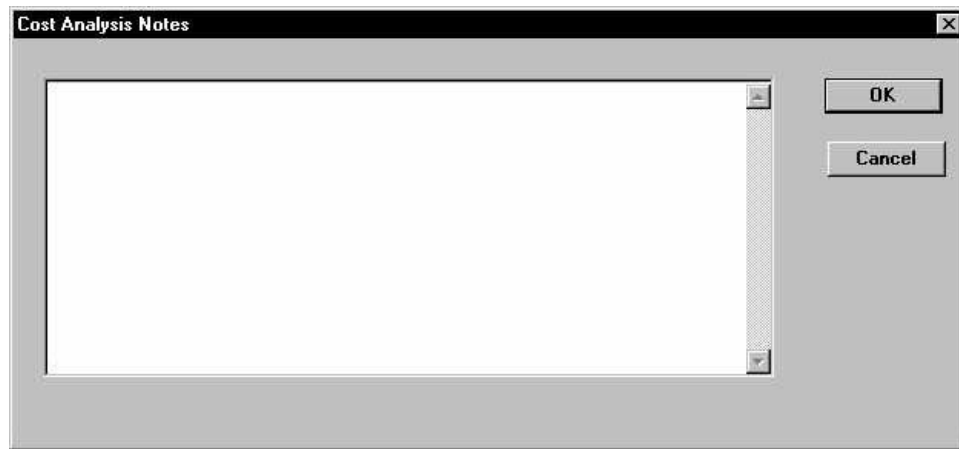**Figure 5-123. Remarks/Notes Window**

To enter the estimated construction start date:

1. Select the Remarks/Notes tab, and the **Remarks/Notes** window (Figure 5-123) displays.

2. Enter the *Est. Construction Start Date* and *Months to Completion*.

3. Save your work, and the A&E assignment is now linked to the Cost assignment.

   You may now begin processing the cost analysis. Use the notes section on the Remarks/Notes tab to enter information.

To enter a new note:

1. From the **Remarks/Notes** window, select the **File** menu and **New.** The **Notes** window (Figure 5-124) displays.

Figure 5-124. Notes Window

2. Enter your notes.

3. Click on ⬚ **OK** to save and return to the **Remarks/Notes** window.

    The first few characters of the note you entered displays.

To edit a note:

1. From the **Remarks/Notes** window, select a note entry.

2. From the **File** menu, select **Open**., and the **Notes** window displays.

3. Enter your changes.

    If you overwrite text by mistake, click on ⬚ **Cancel**, and repeat steps 1 through 3.

4. Click on ⬚ **OK** to save and return to the **Remarks/Notes** window.

To delete notes:

1. Select the note.

2. Right click on the note, and the **Edit** menu displays.

3. Select **De<u>l</u>ete**, and the Confirm Delete message displays.

4. Click on [Yes] to delete the note, and the General tab on the **General** window
    displays.

5. Repeat steps 1 through 4 to delete additional notes.

6. Save your work.

To restore deleted notes:

✎   *Note: You can only restore a deleted note that has not been saved.*

1. From the **Remarks/Notes** window, right click inside the Notes list box, and the **Edit**
    menu displays.

2. Click on **Re<u>s</u>tore**, and the **Restore** window displays.

3. Click on one entry to select it, or click on [Select <u>A</u>ll] to select all notes.

    If you make two different selections, you can click on [Invert Selection] to flip between the
    two different selections.

4. Click on [**OK**], and the deleted note(s) displays in the Notes list box on the
    Remarks/Notes window.

5. Save your work.

To accept the contractor's estimate:

1. From the Remarks/Notes tab, click on [**Accept Contractor's Estimate**], and the following message (Figure 5-125) displays:
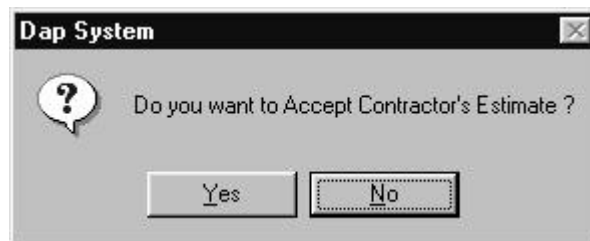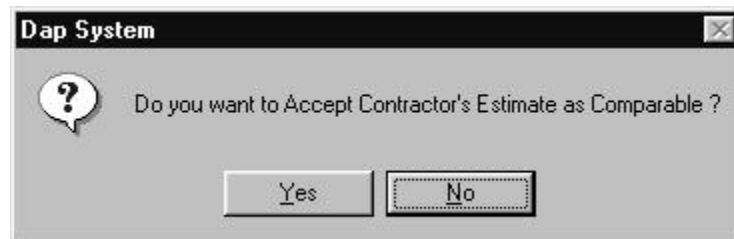

Figure 5-125. System Query - Accept Contractor's Estimate

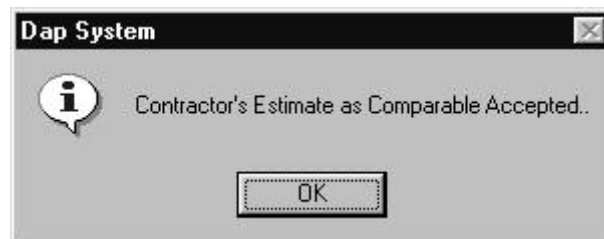2. Click on [Yes] to accept the contractor's estimate.

To accept the contractor's estimate as a comparable:

1. From the Remarks/Notes tab, click on | Accept Contractor's Estimate as Comparable |, and
   the following message (Figure 5-126) displays.

Figure 5-126. System Query - Accept Contractor's Estimate as a Comparable

2. Click on | Yes | to accept the contractor's estimate, and a confirmation message
   (Figure 5-127) indicates the estimate was saved as a comparable in DAP.

Figure 5-127. System Confirmation - Estimate Accepted as a Comparable

3. Click on | OK |, and the | Accept Contractor's Estimate as Comparable | button on the
   Remarks/Notes tab is now inactive.

5.3   Copying from Previous Cost Assignment

After the *Complete Date* is accepted on the Assignment tab, all cost information is view only. If
you need to add or change information in the closed assignment, a new assignment must be made
from the Tracking subsystem. The new assignment only contains data entered in the Tracking
subsystem. It does not contain the information you entered in the previous assignment. If you can
use any of the data from the previous assignment, the **Copy Analysis** menu option (Figure 5-128)
saves you from reentering the data. After copying an analysis, you can add, edit, and delete the
information that needs changing.
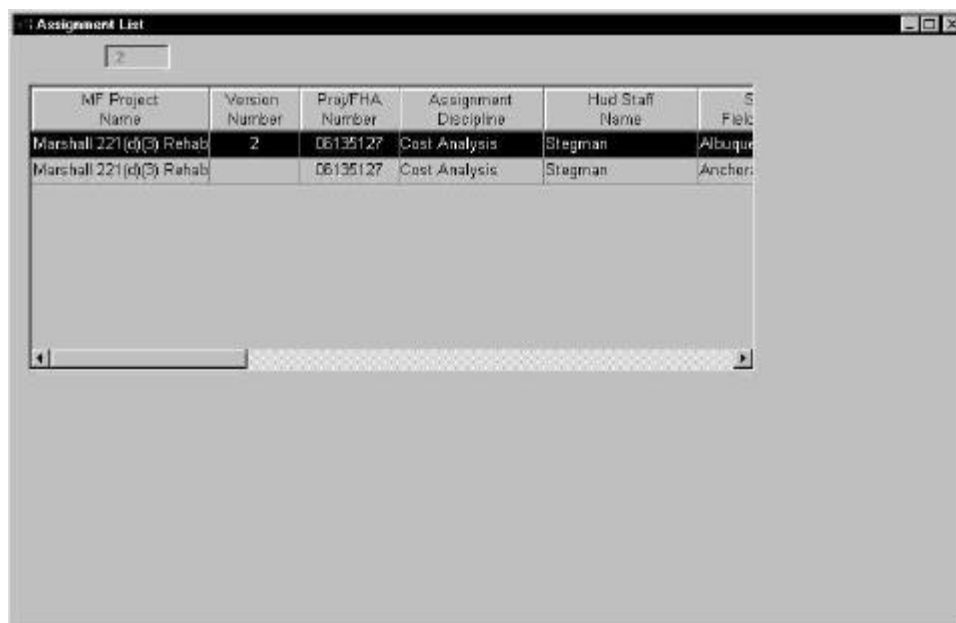
Figure 5-128. Copy Analysis Menu Option

All information is copied from the selected closed Cost assignment to the new assignment,
including the Tracking notes. Any data entered into the newly created assignment prior to copying
is overwritten. The closed assignment's *Start* and *Complete* dates are the only data not copied
into the new assignment. You enter current dates in these fields when you begin and finish the
new analysis.

To copy a previous Cost analysis:

1. On the Assignment tab, enter the *Complete* date to close the assignment.
2. From the **File** menu, close all project windows and return to the **DAP Main** window.

3. Request a new assignment from the Tracking analyst.

4. After the Tracking analyst creates a new Cost assignment, search the database by the project number, and the **Assignment List** window displays all versions of the assignment for the project (Figure 5-129 through Figure 5-131).

Figure 5-129. Assignment List Window - By Project Number (1 of 3)

Figure 5-130. Assignment List Window - By Project Number (2 of 3)

Figure 5-131. Assignment List Window - By Project Number (3 of 3)

5. Select the most current (open) version of the Cost assignment from the **Assignment List** window, and the **General** window displays.

6. Link the cost assignment to an A&E assignment by completing the steps in Section 5.2 through Section 5.2.4.

7. From the **File** menu, select **Copy Analysis**, and the **Copy from Previous Assignment** window (Figure 5-132) displays all closed assignments.
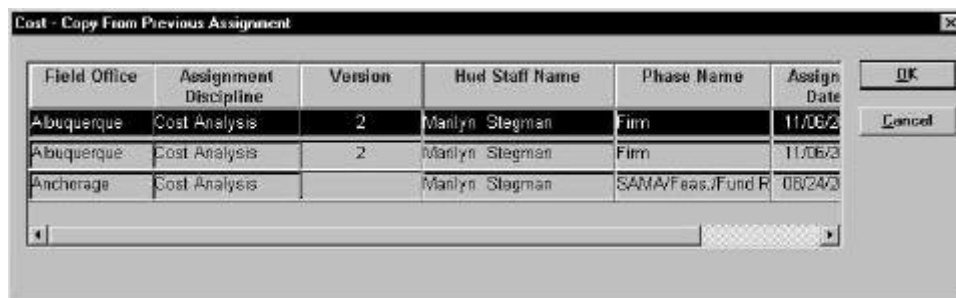

Figure 5-132. Copy from Previous Assignment - Completed Assignments

8. Select the analysis you want to copy.

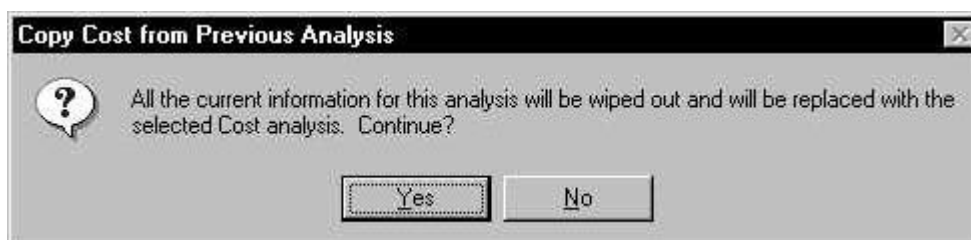9. Click on ⬚ OK ⬚, and the **Copy Assignment** dialog box (Figure 5-133) displays.

Figure 5-133. Copy Assignment Dialog Box

10. Click on ⬚ Yes ⬚, and the system copies all data from the previous assignment, except the *Start Date* and *Complete Date*. When the system finishes copying the data, the Copy Complete dialog box (Figure 5-134) displays.

Figure 5-134. Copy Complete Dialog Box

11. Select ⬚ OK ⬚, and the General window displays.